



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Documentation of Financial Transactions Procedures

Related Policy: FDJJ – 1407.03

I. DEFINITIONS

Common Carrier – “Common Carrier” means a train, bus, commercial airline operating scheduled flights, or rental car of an established rental car firm.

Expansion Option – A two-digit FLAIR code that designates the funding source for a financial transaction.

FLAIR – The Florida Accounting Information Resource (FLAIR) System (formerly SAMAS) is the official, electronic/computerized bookkeeping and accounting record system for the Department and the state.

Invoice – A written document delivered to a purchaser showing the quantity, price, terms, nature of delivery, and other particulars of goods or services sold or services rendered.

Object Code – The six-digit FLAIR departmental code used to classify the type of expenditure and determine the funding source.

Organization Code – An eleven-digit FLAIR code assigned to a unit/facility and program to record all unit/facility or program financial transaction costs.

Telecommunications Liaison – A person from each program, bureau, facility or administrative office who serves as the point of contact for telecommunications support to the Telecommunications Coordinator.

II. STANDARDS/PROCEDURES

A. Prompt Payment Law Requirements:

1. In accordance with Section 215.422(1), Florida Statutes, approval and inspection of goods or services shall take no longer than five working days from the date the goods were received unless the bid specification, purchase order, or contract specifies otherwise.
2. Per Section 215.422 Florida Statutes, each agency is required to submit invoices for payment within 20 calendar days of receipt of a proper invoice, or receipt of the goods/services, or the date the goods/services were inspected and approved, whichever is greater.
3. Each agency is required to pay interest to the vendor if a warrant for payment of the invoice has not been prepared by the State Chief Financial Officer within 40 calendar days of receipt of a proper invoice, or receipt of the goods/services, or the date the goods/services were inspected and approved, whichever is greater.

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B. Receipt Inspection and Approval of Goods/Services:

1. Agency personnel shall use a payment stamp to approve the invoice for payment. The employee must stamp the face of the invoice and annotate the following information:
 - a. The date the invoice was received.
 - b. The date the goods or services were received.
 - c. The date the goods or services were inspected and approved.
 - d. The Object Code to charge the amount(s) billed (for non-purchase order invoices).
 - e. The FLAIR organization code and Expansion Option Code (for non-purchase order invoices)
 - f. The legible signature of the person approving the invoice for payment.
2. For all contractual service purchase/direct orders, a properly completed Department of Financial Services “Summary of Contractual Service Agreement/Purchase Order” form must be submitted with the request for payment.
3. Receiving reports for non-MyFloridaMarketPlace (MFMP) commodity purchases must be submitted as part of the request for payment. The receiving report must include the following information:
 - Agency name
 - Purchase Order/Direct Order/Contract number
 - Vendor name
 - Description of item(s)
 - Quantity received
 - Date received
 - Signature of person receiving item(s)
4. The employee should make the following copies of the invoice:
 - a. One copy of the invoice for their records.
 - b. One copy of the invoice for the regional fiscal office (if applicable, see region procedures).

C. How to Process Specific Types of Charges:

1. **Freight charges.** If charges for freight other than for UPS, US Mail, or other common carrier apply to the purchase, one copy of the freight bill for those amounts exceeding \$50.00 must be forwarded with the invoice by the DJJ employee to the Bureau of Finance and Accounting. Freight bills for UPS, US Mail, or other common carrier, do not need to be forwarded with the invoice.
2. **A purchase that appears to be for the personal use or convenience of an employee.** The purchaser is required to provide written justification if an item purchased appears to be for the personal use or convenience of the employee. The justification should be submitted in conjunction with the approved invoice.

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3. **Submission of a statement in lieu of an invoice.** Generally, DJJ employees should not send statements to the Bureau of Finance and Accounting for payment. However, some “Statements” are in reality an invoice. A statement that provides a detailed description of services provided; i.e., quantity, price and terms would fit into this category. These types of statements can be submitted to the Bureau of Finance and Accounting to process for payment. Any invoice or statement presented for payment must include a detailed description of the goods or services provided. DJJ employees approving invoices and statements for payment must be careful to ensure the Department does not make a duplicate payment for the goods or services.
4. **Monthly Maintenance/Service Agreement Purchase Order Payment.** When approving invoices for maintenance/service agreements, DJJ employees should affix a payment stamp on the invoice and submit the invoice to the Bureau of Finance and Accounting on the 15th of each month for any particular service period.
5. **Advertisements.** To sufficiently demonstrate the receipt of advertising services, a copy of the published advertisement is required to be submitted with the payment request.
6. **Advance Payments.** If payment is required by the vendor in advance of delivery of the goods or services, DJJ employees must provide justification on the purchase requisition when submitted to the Purchasing Office. If the purchase is to be made without a purchase order, then justification must be indicated on the face of the invoice or other purchasing documentation. Advance payments may require prior approval from DFS. Advance payments will only be paid if 1) the advance payment will result in a savings to the State which is equal to or greater than the amount the State would earn by investing the funds and paying in arrears or 2) the goods/services are essential to the operation of the agency and are available only if advance payment is made.
7. **Medical Payments.** Medical payments must be authorized and evidenced by a purchase order or field purchase order unless the circumstances surrounding the need for the services were unplanned or unforeseen. When the services are unplanned or unforeseen, the invoice can be approved using only a payment stamp, but must contain the language “UNPLANNED/UNFORESEEN” on the face of the invoice. The DJJ employee must ensure the following information is on the invoice: client’s JJIS number and name.
8. **Cellular Phone Bills.** Cellular phone bills require a payment stamp affixed to the invoice approving payment.
 - a. **Personal Use of State Cellular Phones.** State cellular phones are not intended for personal use, however, if a DJJ employee does use a cellular phone for personal reasons, they must reimburse the Department for the personal usage. This is accomplished by submitting an additional copy of the original invoice, a completed Affidavit of Personal Phone Calls (affidavit is required even if there are no reimbursable charges), and a check, payable to the Department of Juvenile Justice, for the amount shown on the affidavit. (Refer to Policy Number FDJJ 1309 for affidavit).

Reimbursement documents should be forwarded to the attention of the Cash Receipts Section in the Bureau of Finance and Accounting with a copy submitted to the employee’s communications liaison. The check and affidavit should be submitted separately from the invoices to be paid to the vendor. If the total amount to be reimbursed is less than \$1.00 for any invoice, no reimbursement

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is necessary, as the administrative cost associated with this transaction would be greater than the amount reimbursed. Even when a reimbursement is not due, an affidavit must still be completed and turned in to the employee's telecommunications liaison.

9. **Postage.** If a DJJ employee does not use the purchasing card to purchase postage, then the use of a Postage Request form, found in the Forms Library, is required. The form should include the proper US Postmaster's name, or postage vendor such as Pitney Bowes, FEID#, city, and zip code. Those employees requesting metered postage must include the meter number on the request form. The employee must also indicate the location to mail the warrant. (See Attachment 1.)
10. **Utility, Gas and Journal Transfer Bills.** Invoices should be approved for payment by affixing a payment stamp on the face of the invoice. The Organization Code and Expansion Option must be indicated when approving payment.
11. **Field Purchase Orders.** Field purchase orders may be used by DJJ employees for any allowable, reasonable, and necessary purchase up to the dollar limit of \$5,999 for vendors exempt from MyFloridaMarketPlace or emergency purchases. The Purchasing Office must approve all use of field purchase orders in advance. A copy of the Purchasing Office approval should be included with the documentation submitted for payment. When using a field purchase order, the employee must obtain a proper invoice from the vendor when the purchase is made. To avoid duplicate payments, the vendor should not submit an invoice to the Bureau of Finance and Accounting for any purchases made on a field purchase order. When submitting an invoice for payment to the Bureau of Finance and Accounting, the employee must include a payment stamp on the face of a proper invoice indicating the date the invoice was received, the date the goods/services were received and the date the goods/services were inspected and approved.
12. **Reimbursement Other Than Travel.** If a DJJ employee has to pay for job related expenses out of his or her own funds, a Reimbursement Voucher for Expense Other Than Travel form and an itemized receipt must be submitted to the Bureau of Finance and Accounting in order for the employee to be reimbursed. The original invoice must be submitted along with proof of payment made by the employee (i.e., copy of a check or a paid receipt). (See Attachment 2)
13. **Worker's Compensation Claims.** Worker's Compensation claims should be sent directly to Corvel Corporation with a copy to the Bureau of Personnel.
14. **Training Services.** To sufficiently document the receipt of training services, the invoice must be accompanied by a class agenda, reflecting accurate dates and times of training, and a class roster listing those in attendance.
15. **Contract and Grant Payments.** There are two basic types of contracts/grants: Fixed Price and Cost Reimbursement. The Contract/Grant Manager must clearly state the maximum annual amount and the maximum life-to-date amount to be paid for contracts and grants.

If a contract/grant provider is operating a program in a State-owned facility, the contract/grant may contain clauses to charge the provider a monthly fixed amount for repair and maintenance of the facility. Such charges will be placed in an appropriate fund as designated by the Department.

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- a. **Fixed Price Contract/Grant.** A Fixed Price contract/grant may contain one-unit price for an empty bed or slot and another unit price for an occupied bed or slot. This would also be true for services or other deliverables. Fixed Price contracts/grants may also include incentive and/or disincentive clauses, which may add or subtract a predetermined amount, based on the performance of the provider.
- b. **Cost Reimbursement Contract/Grant.** A Cost Reimbursement contract/grant is a reimbursement to the provider of actual expenses, as proposed in the budget document submitted to the Department, incurred in the delivery of services. A request for reimbursement must contain the appropriate supporting documentation for all allowable, reasonable, and necessary expenditures reported, including but not limited to travel vouchers, paid receipts, payroll records, and cancelled checks. Cost Reimbursement contracts/grants may also include incentive and/or disincentive clauses, which may add or subtract a predetermined amount, based on the performance of the provider.
- c. **Submission of Invoices.**
 - (1) For all types of contracts/grants, the Contract/Grant Manager must affix a payment stamp to the face of the invoice indicating the date the proper invoice was received, the date the goods/services were received, and the date the goods/services were inspected and approved. The invoice should also contain the following information:
 - (a) Contract/Grant Number.
 - (b) Contract/Grant Manager's approval of invoice. (Signature and date of approval)
 - (c) FLAIR Organization Code, Expansion Option, and Object Code from which payment is to be made.
 - (d) Vendor number or FLAIR account code for journal transfer payments, if applicable.
 - (2) Documentation must include a properly completed Department of Financial Services "Summary of Contractual Service Agreement/Purchase Order" form.
- d. The Contract/Grant Manager should make two copies of all pages of the invoice and submit them to the Bureau of Finance and Accounting along with the original copy.

16. **Leases.** The Bureau of Finance and Accounting audits any lease invoice received from the lessor. If the lessor does not provide an invoice, the Bureau of Finance and Accounting will produce an invoice for payment to submit to the State Chief Financial Officer.

III. RESPONSIBILITY AND DUTIES

A. Responsible Office/Bureau/Program

1. The Bureau of Finance and Accounting is responsible for the audit and payment processing of all department financial obligations.

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IV. ATTACHMENTS

Attachment 1 - Postage Request

Attachment 2 - Reimbursement Voucher for Expenses Other Than Travel